

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Dept of Fish and Game
1416 9th St, Rm 1244, Acct.
Sacramento, CA 95814



Employee Name	MCCAMMAN, John
Expense Dates	04/07/10-04/15/10
Total Expense Amount	631.45
Amount Due Employee	314.05
Form ID	TEA000648265

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 04/07	Lodging	101.19	
2) 04/14	Lodging	100.86	
3) 04/15	Parking, Auto	30.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes

I have reviewed the following documents.

Approved
by:

Helen E CARRIKER

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	April_10	04/07/10	Lodging	101.19	Cash
Regular Travel	April_10	04/07/10	Lunch	10.00	Cash
Regular Travel	April_10	04/08/10	Lunch	10.00	Cash
Regular Travel	April_10	04/08/10	Incidentals	6.00	Cash
Regular Travel	April_10	04/08/10	Breakfast	6.00	Cash
Regular Travel	April_RM_10	04/14/10	Commercial Air Fare	317.40	Direct Charge
Regular Travel	April_RM_10	04/14/10	Lodging	100.86	Cash
Regular Travel	April_RM_10	04/14/10	Lunch	10.00	Cash
Regular Travel	April_RM_10	04/14/10	Dinner	18.00	Cash
Regular Travel	April_RM_10	04/15/10	Breakfast	6.00	Cash
Regular Travel	April_RM_10	04/15/10	Lunch	10.00	Cash
Regular Travel	April_RM_10	04/15/10	Incidentals	6.00	Cash
Regular Travel	April_RM_10	04/15/10	Parking, Auto	30.00	Cash